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CITY OF HOUSTON

Job Posting

Applications accepted from: ALL INTERESTED PERSONS

Job Classification ADMINISTRATION MANAGER
Posting Number PN # 103321
Department HOUSING and COMMUNITY D

PPARTMENT HOUSING and COMMUNITY DEVELOPMENT

Division REAL ESTATE
Section MILITERATION

Reporting Location

WULTI-FAMILY PRODUCTION
601 SAWYER, 4TH FLOOR
Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

- Originate multi-family and other commercial loan proposals; draft, review and negotiate procurement terms/conditions of contracts, letters of agreement and amendments.
- Perform underwriting and credit analysis to determine financial risks associated with loan proposals submitted by for-profit and non-profit organizations, for multi-family projects and economic development projects.
- Manage, train, develop, counsel and evaluate staff performance.
- Assist in design, development and implementation of special systems, plans and projects; establish and interpret
 policies, procedures, guidelines and methodologies for project data and schedules; coordinate preparation,
 implementation and monitoring of budget and expenditures.
- Provide research, support, technical advice, consultation and assistance to departments, agencies, groups and the public in obtaining and explaining technical/non-technical data.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc., within an essentially normal office environment.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.

12 MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of pertinent, progressive professional experience in personnel, administration, accounting or a closely related field are required. A Master's degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year

13 MINIMUM LICENSE REQUIREMENTS

Valid Texas Drivers License and compliance with the City of Houston policy of driving (AP 2-2)

14 PREFERENCES

Real estate broker/salesperson designation, or MAI designation of the Appraisal Institute; or an advanced MAI candidate should be knowledgeable of multi-family housing products and related real estate operations and terminology.

15 SELECTION/SKILLS TESTS REQUIRED

None

16 SAFETY IMPACT POSITION SYes No

If yes, this position is subject to random drug testing; if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 26

\$1,587 - \$2,203 Biweekly \$41,262 - \$57,278 Annually

18 OPENING DATE March 2, 2005
 19 CLOSING DATE Open Until Filled

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a preemployment drug test and are subject to a physical examination and verification of information provided. TDD phone number is (713) 837-9496.

An equal opportunity employer